This is only a preview of the examination questions. To take the actual examination, please go back to the official bulletin and click the examination link.

Training and Experience Evaluation

Community College Administrator 1

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Community College Administrator 1:

1. Leading in the planning, development, implementation, and evaluation of educational or fiscal or facilities programs, policies, and procedures to meet goals and objectives.
2. Interpreting and applying statutes, regulations, and other policies to ensure compliance with State and federal laws.
3. Maintaining positive, collaborative, professional working relationships with stakeholders.
4. Analyzing situations from multiple perspectives and creating solutions to problems using innovative methods and processes.
5. Identifying and responding to current and future stakeholder needs and providing excellent customer service.
6. Defining tasks and milestones to achieve objectives, while ensuring the optimal use of resources (e.g., people, time, capacity, funding) to meet those objectives.
7. Leading projects and effectively guiding team efforts, including providing appropriate level of feedback to guide group progress.
8. Effectively preparing for, facilitating, and/or delivering meetings and presentations.

9. Analyzing data related to the planning, administration, and evaluation of programs to determine effectiveness and target improvements.
10. Coaching and/or mentoring employees to promote staff development.